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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION1940 AGRICULTURAL CONSERVATION PROGRAM
SOUTHERN REGION BULLETIN 404AINSTRUCTIONS FOR EXECUTING FORM SR-414A, "APPLICATION WORK SHEET"
(For farms in Area A)PART I. GENERAL.

A Form SR-414A, "Application Work Sheet" (hereinafter referred to as Form 414A), shall be prepared for each farm with respect to which a 1940 application for payment (including a cotton or rice parity payment application) is to be filed, and may also be prepared for multiple-unit farms where the cotton acreage allotment has been overplanted and the producers thereon have requested that a separate cotton marketing card be issued to each producer on the basis of his acreage share. It should be borne in mind that if a person makes application for payment with respect to one farm under the 1940 Agricultural Conservation Program, a Form 414A must be prepared for each farm in the county from which he receives a share of the crops or the proceeds thereof.

Form 414A is for use as a work sheet for preparing applications for payment in the county office and need be prepared in the original only.

PART II. INSTRUCTIONS FOR EXECUTING FORM 414A.

The instructions set out below shall be followed in the preparation of Form 414A.

A. Farm Serial No.: Enter this number from the corresponding Form SR-412, "Performance Report" (hereinafter referred to as Form 412). In the following counties if the farm covered by the Form 414A is owned or leased by (a) a conservation district, (b) an association determined by the State committee to have been organized for conservation purposes, or (c) a State agency authorized by law to own or lease land for conservation or erosion-control purposes, enter the notation "Wind-erosion farm" immediately above the farm serial number: OKLAHOMA: Beaver, Cimarron, Ellis, Harper, Roger Mills, Texas, and Woodward counties; TEXAS: Carson, Castro, Gray, Hemphill, Hutchinson, Lipscomb, Ochiltree, Oldham, Parmer, Potter, Randall, Roberts and Wheeler counties.

B. Name of county: The name of the county may be entered if desired.

C. Prepared by: The person who is preparing the Form 414A shall affix his signature in the space provided.

D. Line 1, column A: (In most cases the entry in this space should be made after lines 2 and 3, columns A, B, C, and D have been filled in.)

If the total acreage of soil-depleting crops entered in line 2, column A, equals or exceeds 50 percent of the total allotment entered in line 3, column A, "X" shall be entered in the box following the words "50% or more depleting."

If the total acreage of soil-depleting crops is less than 50 percent of the total allotment, an investigation must be made to determine if normal farming operations have been carried out on the farm in 1940; that is, whether an acreage equal to at least 50 percent of the total allotment has been devoted to one or more of the following uses:

- (1) A crop seeded for harvest in 1940;
- (2) A crop (other than wild hay) harvested in 1940;
- (3) Summer fallow in 1940;
- (4) Legumes, sweet sorghums, sudan grass, or grasses seeded in the fall of 1939 or seeded in 1940 (other than those seeded in the fall of 1940);
- (5) Small grains seeded for pasture in 1940 (other than those seeded in the fall of 1940).

If it is found that 50 percent or more of the total allotment is devoted to one or more of the above crops or land uses in 1940, "X" shall be entered in the box following the words "Below 50% but operated."

If it is found that less than 50 percent of the total allotment is devoted to the above crops or land uses in 1940, but the circumstances of the case are such that the county committee nevertheless considers the farm as operated, "XX" shall be entered to the left of the box following the words "Below 50% but operated." In such cases the county committee shall set forth its findings and recommendations in a statement signed by at least two of its members and shall attach the statement to the Form 414A for subsequent attachment to the application(s) for payment and transmittal to the State office. A sufficient number of signed copies of the statement shall be prepared so that one copy may be attached to each application for payment executed with respect to the farm and one copy retained in the county office files.

If it is found that less than 50 percent of the total allotment is devoted to the above crops and land uses in 1940 and the county committee does not have a good reason to consider the farm as operated, an "X" shall be entered in the box following the words "Farm not operated."

E. Line 1, column C: If the farm is considered as a non-general-allotment farm, enter the notation "Non" above the word "General".

F. Line 1, column D: Enter the name of any crop, other than cotton or general crops, shown in the column-headings following the word "Cotton" in section 2 of Form 412. If section 2 of Form 412 shows that an acreage of wheat was harvested for grain or hay on the farm in 1940,

and the farm is a non-wheat-allotment farm, enter the notation "Non-wheat." If restoration land is designated for the farm, enter the notation "Res. land." If no cotton allotment is established and no cotton is planted on the farm and more than two columns are needed, strike out the word "Cotton" in line 1, column B, and enter the name of one of such crops. If four columns are needed, sub-divide column D and use both subcolumns.

G. Line 2, column A: Enter the total acreage classified as soil-depleting, from the "Totals" line of the subcolumn headed "First crop" in section 2 of Form 412.

H. Line 2, column B: Enter the acreage of cotton, from the "Total Crop Acreages" line of the column headed "Cotton" in section 2 of Form 412.

I. Line 2, column C: Enter the acreage of general soil-depleting crops, from the "Total Crop Acreages" line of the applicable column in section 2 of Form 412.

J. Line 2, column D: Enter the acreage(s) of the crops(s) listed in line 1, column D, from the "Total Crop Acreages" line of the applicable column(s) in section 2 of Form 412.

Note: Where no acreage is planted for harvest in 1940 to a crop for which an allotment is established, a zero shall be entered in the space provided for the acreage of such crop.

K. Line 3, column A: Enter the total allotment established for the farm, from column 31 of the final tabulation on Form SR-404-G, "Listing Sheet for All 1940 Farm Acreage Allotments and Normal Yields" (hereinafter referred to as Form 404-G).

L. Line 3, column B: Enter the cotton allotment, from column 5 of Form 404-G.

M. Line 3, column C: Enter the general soil-depleting allotment, from column 29 of Form 404-G. If the farm is considered as a non-general-allotment farm, "X" shall be entered in this space.

N. Line 3, column D: Enter the acreage allotment(s) established for the crop(s) listed in line 1, column D, from the applicable column(s) 10, 15, or 19 of Form 404-G. If the notation "Res. land" has been entered in line 1, enter the acreage of restoration land designated for the farm for 1940.

In all cases the acreage allotments to be entered in line 3, columns A, B, C, and D, will be the final and correct allotments. In any case where, through error in the county or State office, the producer was officially notified in writing, prior to completion of planting (seeding), of an acreage allotment larger than the finally approved

acreage allotment and was not notified of the finally approved acreage allotment for the crop until after planting (seeding) was completed, and the county committee finds that such producer, acting solely upon the information contained in the erroneous notice, planted (seeded) an acreage to the crop in excess of the finally approved acreage allotment, a statement containing the information set out below shall be executed by the farm operator and at least two members of the county committee. A sufficient number of copies of the statement shall be prepared so that two copies thereof may be attached to the agricultural conservation application and any applicable parity application and submitted therewith to the State office and one copy retained in the county office files.

- (1) The amount of the erroneous acreage allotment.
- (2) The date the notice of the erroneous acreage allotment was mailed to the producer.
- (3) The acreage which had been planted (seeded) to the crop on the farm at the time the notice of the incorrect acreage allotment was received by the producer.
- (4) The amount of the correct acreage allotment.
- (5) The date the notice of the correct acreage allotment was mailed to the producer.
- (6) The acreage which had been planted (seeded) to the crop on the farm at the time the notice of the correct acreage allotment was received by the producer.
- (7) A statement that the producer, in planting (seeding) an acreage to the crop in excess of the correct acreage allotment, acted solely upon the information contained in the notice of the erroneous acreage allotment.

Note: Where an acreage is planted for harvest in 1940 to a special crop for which no acreage allotment has been established, a zero shall be entered in the space provided for the allotment.

O. Line 4, column B: Enter the approved cotton yield per acre, from column 7 of Form 404-G.

P. Line 4, column C: Enter the productivity index for the farm, from column 30 of Form 404-G.

Q. Line 4, column D: Enter the approved yield(s) per acre for the crop(s) listed in line 1, column D, from the applicable column(s) 12, 17 or 20 of Form 404-G.

R. Lines 2, 3, and 4, column E: As soon as all approved soil-building practices have been carried out on the farm enter the practice number and the number of units of each such practice carried out on the farm in 1940, from section 2 of Form SR-412A, "Supplement to Performance Report" (hereinafter referred to as Form 412A). Enter separately and designate by entering an "X" after the practice number the units of each practice carried out with material or seed furnished by the A.A.A. as a grant of aid.

S. Line 5, column E: Enter the total number of units of approved soil-building practices carried out on the farm in 1940, as shown in lines 2, 3, and 4, column E. This total must equal the total shown in section 2 of Form 412A.

T. Line 1, column FGH: If sugar beets are grown on the farm in 1940, enter the toatal acreage thereof, from section 2 of Form 412.

U. Line 2, column H: Enter the total 1939 tilled acreage in the farm, from section 1 of Form 412 or column 21 of Form 404-G.

V. Line 3, column I: Enter the acreage of commercial orchards and perennial vegetables from section 5 of Form 412.

W. Line 4, column H or I: For farms in Arkansas enter in column H the total acreage of fenced noncrop open pasture land, and for farms in Oklahoma and Texas enter in column I the total acreage of noncrop open pasture land, from section 6 of Form 412.

X. Line 5, column FG: For farms in designated counties in Oklahoma and Texas, enter any of the following items of deduction which are applicable, from section 7 of Form 412:

- (1) Cropping restoration land.
- (2) Breaking out native sod.
- (3) Failure to prevent wind and water erosion.

Y. Line 5, column I: Enter the acreage of any item of deduction listed in line 5, column FG, from section 7 of Form 412.

Z. Lines 6 through 25 and 27 through 52, column A: These spaces are for the names and addresses of producers. If any producer is a married woman, her full Christian name, middle initial(s), if any, and surname should be entered, rather than her husband's name preceded by "Mrs.", unless she is acting in a representative capacity. In the latter case her name must be shown in the same manner in which it appears in the document authorizing her so to act.

The county committee should investigate each case where husband and wife, or parent and child, or others of close kin are shown as separate producers on the farm, to determine whether each such person is actually operating under a lease or operating agreement and is in fact entitled to a separate share of the crop(s). If it is found that any such person is not a party to the lease or operating agreement, his

name should be omitted from Form 414A and the acreage shares of such other persons should be corrected. Where two or more persons are found to be jointly interested, their interest in each crop should be combined and shown as one acreage share.

The names shall be entered on the even-numbered lines and the addresses on the odd-numbered lines. The names and addresses of the landlord(s) and the tenant operator, if any, shall precede the names of the other tenants and sharecroppers. The name of a landlord shall be followed by the notation "(LL)" and the name of a tenant operator by the notation "(OP)". The name and address of the landlord shall be entered whether or not he shares in the soil-depleting crops or has carried out soil-building practices on the farm in 1940. If the tenant operator is a cash, standing-rent, or fixed-rent tenant, this fact shall be noted in parentheses following his name.

If one Form 414A is not sufficient for listing the names and addresses of all producers, additional Forms 414A shall be used as continuation sheets and properly identified.

AA. Lines 6, 8, 10, etc., columns B, C, and D: Enter following the name of each interested person the share of each crop listed in line 1 to which such person is entitled at the time of harvest, from section 2 of Form 412 (or section III of Form SRM-404, "Report of 1940 Wheat Acreage", in the case of wheat, or section 2 of Form SR-312, in the case of commercial vegetables in early vegetable counties). This involves the summarization for each person of all acreage shares of each such crop. The total share for each person may be shown in either acreages or percentages where there is only one producer unit 1/on the farm, but must be shown in acreages where there are two or more producer units except where Form ACP-95 "Combination Farm-Share Agreement" is applicable.

The acreages and percentages shall be expressed to the nearest tenth of an acre or percent. If one person is entitled to all of a given crop, enter the word "All" in the appropriate column following his name.

On non-general-allotment farms, it is necessary to divide the acreage of general crops only in cases where (1) the entry in line 2, column A, exceeds the entry in line 3, column B, by more than 20 acres, or (2) there is an entry in line 5, column FG.

For farms which are composed of more than one producer unit, if--

- (1) Any soil-depleting crop for which an allotment is established is not grown on the farm in 1940; or
- (2) The acreage of any such crop for any producer is substantially reduced by flood, hail, drought, or insects, in 1940; or

1/ By "producer unit" is meant the basic unit of operation on the farm. For example, the land operated by a sharecropper is considered as a producer unit regardless of how many producers there may be on the farm.

- (3) For any reason the total acreage of cotton on the farm in 1940 is less than 80 percent of the cotton acreage allotment established for the farm and the acreage of cotton which is or would have been grown thereon by any tenant or sharecropper in 1940 is not substantially proportionate to the acreage of cotton which such tenant or sharecropper would normally grow thereon,

circle on Form 414A the acreage figures, if any, taken from section 2 of Form 412 (or section III of Form SRM-404 or section 2 of Form SR-312) and enter immediately above or to the right thereof the acreage shares to which the county committee finds the different producers would have been entitled if the entire acreage in the allotment for such crop had been planted and harvested in 1940. In no event will the acreage share so determined for any producer be less than such producer's acreage share of the 1940 planted acreage of such crop.

Where any of the conditions described in (1), (2), or (3) above exists, the farm operator or other producer on the farm must submit to the county committee a signed statement setting forth the following information, before the committee attempts to determine the acreage shares for each producer:

- (a) The normal acreage of each of the crops in question grown by each producer (or his predecessor) on the farm, as well as the division of such crop under the terms of the lease or operating agreement.
- (b) The acreage and division of each of the crops in question which, according to his lease or operating agreement, would have been grown by each producer in 1940 if the entire acreage in the acreage allotment for such crop had been grown on the farm in 1940.

The information submitted by the farm operator shall be carefully considered by the county committee and the normal acreage data compared with available records in the county office. The operator's statement shall be kept as a permanent record in the county office.

Where the acreage allotment for any crop is divided among the interested persons pursuant to provision (2) above (by reason of the fact that the acreage of the crop for one or more such persons was substantially reduced by flood, hail, drought, insects or plant-bed disease) the cause of the reduction, shall be entered in line 5 of Form 414A.

The division of the cotton acreage determined by the county committee pursuant to provision (3) above will not become effective as a basis for dividing the payment computed with respect to such crop unless all of the persons who are entitled to share in such crop at the time of harvest agree in writing to such division. This agreement may be signified by the fact that all such persons sign the application for payment

covering the farm or it may be signified on a separate statement. The latter alternative is probably advisable in those cases where it is possible that some of the interested persons may not be available to sign the application for payment but are available at the time the county committee makes its determination. The statement must set forth:

- (a) The name and address of each interested person;
- (b) His acreage share of the actual 1940 planted acreage of cotton;
- (c) His acreage share (as determined by the county committee) of the cotton acreage allotment, and
- (d) A statement that the acreage shares are correct and are in accordance with the determination of the county committee and the agreement of all interested persons.

The statement must be properly signed by all interested persons, and a sufficient number of copies prepared and attached to the Form 414A so that one copy may be attached to the agricultural conservation application, one copy attached to each parity payment application prepared with respect to the farm and one copy retained for the county office files.

Where there is only one producer unit on the farm and no acreage of a given crop is grown in 1940, the acreage in the allotment shall be divided between the landlord and the tenant or sharecropper in accordance with the division of the crop set forth in the lease or operating agreement. Where there is only one producer unit on the farm and an acreage of the crop is grown, it must be divided in accordance with the division set forth in the lease or operating agreement regardless of how small it may be in comparison with the allotment.

On farms which are composed of two or more separately-owned tracts of land and which are covered by Forms ACP-95, "Combination-Farm Share Agreement", circle on Form 414A the acreage figures taken from section 2 of Form 412 (or section III of Form SRM-404) and enter immediately above or to the right thereof the shares of the different producers in the respective acreage allotments which were or could have been established for the land in which they have an interest.

On farms for which restoration land is designated in 1940, enter the word "All" following the name of the cash, standing-rent or fixed-rent tenant operating the farm on June 30, 1940 or, if the farm was not rented to such a tenant on that date, enter the word "All" following the name of the landlord, in the column or subcolumn in which the notation "Res. land" has been entered in line 1.

BB. Lines 6, 7, 10, etc., column E: Enter following the name of each interested person the total units of approved soil-building practices carried out by such person on the farm in 1940, from section 2 of

Form 412A. This involves the summarization for each person of all units of practices carried out by such person.

Where any person other than the landlord or operator carried out soil-building practices but does not share in any special soil-depleting crop, such person is not eligible to receive payment for carrying out the practices unless he meets the following conditions:

- (1) He was actually engaged in carrying out farming operations on the farm under a lease or operating agreement at the time the soil-building practices were carried out; and
- (2) He shared in one or more crops harvested or pastured on the farm in 1940.

Where a producer qualifies under the above conditions, the following notation shall be entered following his name in columns B, C, and D in the line provided for acreage shares; "Actual producer on this farm in 1940."

CC. Lines 7, 9, 11, etc., column B: Enter the word "Yes" in this space for any producer who --

- (1) Has other farms in the county or State with respect to which -
 - (a) He has an interest in the soil-depleting crops grown thereon in 1940, or
 - (b) He has participated in carrying out approved soil-building practices in 1940, or on June 30, 1940, he owned a farm which was not rented to another for cash, standing, or fixed-rent, or operated a farm as a cash, standing-rent, or fixed-rent tenant and restoration land is designated for such farm for 1940, and he intends to file an application for payment under the Agricultural Conservation Program with respect to such farm(s); or
- (2) Has ranching units in the county or State with respect to which he will file applications for payment under the Range Conservation Program.

The word "Yes" shall also be entered in this space for any producer who is other than an individual, partnership, or estate if --

- (1) The producer has farms in other States (including Alaska, Hawaii, and Puerto Rico) with respect to which -
 - (a) He has an interest in the soil-depleting crops grown thereon in 1940, or

- (b) He has participated in carrying out approved soil-building practices in 1940, or on June 30, 1940, he owned a farm which was not rented to another for cash, standing-rent, or fixed-rent, or operated a farm as a cash, standing-rent, or fixed-rent tenant and restoration land is designated for such farm for 1940, and he intends to file an application for payment under the Agricultural Conservation Program with respect to such farm(s); or
- (2) The producer has turpentine places in other States with respect to which he will file applications for payment under the Naval Stores Conservation Program; or
- (3) The producer has ranching units in other States with respect to which he will file applications for payment under the Range Conservation Program.

[NOTE: For the above purpose the county office must maintain an up-to-date set of index cards, showing the name of each and every producer in the county (whether landlord, tenant, or sharecropper) and showing all farms and ranching units in which he has an interest in the county. The index cards may be prepared from Form 412 and Form 412A and must be currently corrected to show any changes that occur.]

DD. Lines 7, 9, 11, etc., column CDE: Enter from Form ACP-64, "Request for Material as Grant of Aid under the Agricultural Conservation Program," the name, amount, and rate of deduction of any material or seed furnished the producer by the A.A.A. as a grant of aid in 1940. For example, "Superphosphate - 1200 lbs. - \$1.75." The rate to be entered will be furnished the county offices by the respective State offices. If any part of the material or seed has been used in a manner which is not in substantial accord with the purposes for which they are furnished, the rate to be entered shall be twice the established rate. In the latter event, a statement signed by at least two members of the county committee shall be prepared setting forth the facts regarding the misuse of the material or seed and shall be attached to the Form 414A for subsequent attachment to the application for payment and transmittal to the State office. The original Form ACP-64 shall be attached to the Form 414A for subsequent attachment to the application for payment and transmittal to the State office.

EE. Lines 7, 9, 11, etc., Column FGHI: Enter the word "Yes" if-

- (1) There is any outstanding assignment against the producer's payment, or
- (2) If a Form AAA-372, "Voluntary Request for Set-Off," was filed for the producer in question on or before February 9, 1940.

No assignment filed on or before February 9, 1940 shall be recognized if at the time it was filed in the county office a Form AAA-372 was on file with respect to the payment in question, and no assignment shall be recognized if at the time it was filed in the county office notice had been received that the producer was indebted to the Farm Security Administration or the Farm Credit Administration.

The Form ACP-69 or Form AAA-372 shall be attached to the Form 414A for subsequent attachment to the application for payment and transmittal to the State office.

FF. Line 26 (or line 53), columns B, C, D, and E: Total the acreage (or percentage) and unit shares entered in these columns. If the acreage shares in column B, C, or D have been circled, enter separate totals for the circled and uncircled figures. In such cases, the totals of the circled figures must equal the 1940 acreage figures in line 2 of the respective columns, and the totals of the uncircled figures must equal the allotment figures in line 3 of the respective columns. Where no figures have been circled, the totals of the columns must equal the 1940 acreage figures in line 2 of the respective columns or 100 percent.

The total of column E must equal the figure in line 5, column E.

PART III. EXECUTION OF FORM ACP-119.

Form ACP-119, "Number of Tenants and Sharecroppers and Proportionate Shares", (hereinafter referred to as Form 119) is for use in assembling data regarding the number of tenants and sharecroppers on the farm during the years 1937 through 1940 and for determining the landlord's and operator's respective shares during those years, of the crops with respect to which payment may be made in 1940. Data shall be entered on Form 119 for the farm as it is constituted in 1940, and, insofar as possible, shall be obtained from the county office records and preferably from applications for payment submitted in the applicable years. If reliable data for any year are not available from the county office records, the farm operator should be requested to furnish such data. Where the farm has been reconstituted in 1938, 1939 or 1940, the data for each year prior to the reconstitution shall be determined as accurately as possible. The basis for determining this data will be that used in determining the farm history when the farm was reconstituted.

A Form 119 shall be prepared for each farm for which a Form 414A is prepared and for which a payment may be made with respect to one or more soil-depleting allotments, except in cases where —

- (a) There were no tenants or sharecroppers on the farm in any of the years 1937 through 1939, or
- (b) The entire farm is cultivated in 1940 by one tenant or sharecropper who receives the customary share of all soil-depleting crops and the county committee knows that there has been no change in 1940 in the

operation of the farm that would increase the landlord's or operator's proportionate shares of the soil-depleting crops over their shares in any of the three preceding years.

If it is not required that a Form 119 be prepared for the farm, the notation "Form ACP-119 not required" shall be entered above the title of the Form 414A.

Form 119 shall be executed in accordance with the following instructions in all other cases:

Enter the name of the county, the farm serial number, the name of the landlord and the name of the operator (if other than the landlord) in the spaces provided.

Enter in the respective lines of column A the number of tenants (including the operator, if other than the landlord) and sharecroppers on the farm in 1937, 1938, and 1939; the total of the 1937, 1938, and 1939 figures; the average number in these years; and the number on the farm in 1940. If there were no tenants or sharecroppers on the farm in any year enter "0"; if the farm was not operated in any year enter the words "Not operated". To get the average number of tenants and sharecroppers divide the number in line 4, column A, by the number of years during 1937 through 1939 that the farm was operated and round the result to the nearest whole number in the usual manner.

Data for each special crop and general crops (except for non-general allotment farms) shall be tabulated separately and identified by entering the name of the crop in the space provided. Data for each crop shall be entered in lines 1 through 6, columns B through F, in accordance with the instructions set out below, except that if the entry in line 5, column A, does not exceed the entry in line 6, column A, data for columns B through F shall be entered only in lines 3 and 6. It will not be necessary to fill in columns E and F unless the operator of the farm in 1940 is a person other than the landlord, and such entries are to be made only for those years when there was an operator who was not also the landlord.

- (a) Enter in column B, the total acreage of the crop on the farm in each of the years 1937 through 1940.
- (b) Enter in columns C and E the acreage shares of the landlord and the operator for the years 1937 through 1940.
- (c) Enter in lines 1, 2, 3, and 6, columns D and F, the landlord's and operator's percentage shares, expressed to the nearest whole percent.
- (d) Enter in line 4, columns D and F, the sum of the entries in lines 1 through 3 in the respective columns.

- (e) Enter in line 5, columns D and F, the simple average of the percentage shares, expressed to the nearest whole percent, which shall be obtained by dividing the entry in line 4 by the number of entries in lines 1 through 3 in that column.

If the entry in line 6, column D or F, is in excess of the entry in line 3 or line 5 of the respective column for any crop, the case must be considered by the county committee as provided in Part IV A, hereof. (It is to be noted that there will not be an entry in line 5 unless the entry in line 6, column A, exceeds the entry in line 5, column A.) In all other cases a notation substantially as follows shall be entered immediately below the title of the Form 414A: "No increase in proportionate shares." In all cases the person who prepares the pencil copy of the Form 119 shall enter his initials and date in the lower left corner of the form and it shall be attached to the Form 414A.

PART IV. FINAL CONSIDERATION OF FORM 414A
BY COUNTY COMMITTEE.

After the Form 414A and Form 119, if applicable, have been filled in as provided in the foregoing instructions, the county committee shall carefully consider the data set forth therein, together with any other pertinent information on file in the county office or possessed by any member of the county committee, to determine whether all of the provisions of the Agricultural Conservation and Parity Payment Programs have been fully met. In this connection, the county committee must give due consideration to the items set forth below.

A. Change or reduction in tenants and sharecroppers:

Section 8(f) of the Soil Conservation and Domestic Allotment Act has been amended to read as follows:

"(f) Any change in the relationship between the landlord and the tenants or sharecroppers with respect to any farm, that would increase over the previous year the amount of payments or grants of other aid under subsection (b) that would otherwise be made to any landlord shall not operate to increase such payment or grant to such landlord. Any reduction in the number of tenants below the average number of tenants on any farm during the preceding three years that would increase the payments or grants of other aid under such subsection that would otherwise be made to the landlord shall not hereafter operate to increase any such payment or grant to such landlord. Such limitations shall not apply if on investigation the local committee finds that the change is justified and approves such change in relationship or reduction. Such action of local committees shall be subject to approval or disapproval by State committees."

The limitations of payment provided by Section 8(f), as amended, must be applied in all cases where (1) as a result of a change in the relationship between the landlord or operator and his tenants or sharecroppers a landlord or operator would receive a larger proportionate share of any crop in 1940 than in 1939, or (2) the number of tenants and sharecroppers on a farm is less than the average number of tenants and sharecroppers on the farm during 1937, 1938, and 1939, and such reduction in the number of tenants and sharecroppers would result in the landlord's or operator's receiving a larger proportionate share of any crop in 1940 than the average of his proportionate shares of such crop during 1937, 1938, and 1939, unless in either case the county committee finds that the change in the relationship or the reduction in tenants and sharecroppers is justified by the facts in the case and approves the change or reduction. The application of this provision for 1940 differs from the application of the comparable provision for 1939 in that for 1940 the limitations of payment are applicable unless the county committee by affirmative action finds that the change or reduction was justified, whereas for 1939 the limitations of payment were applicable only in those cases where the county committee by affirmative action found that the change or reduction was not justified.

These limitations of payment shall be applied only in connection with soil-depleting crops with respect to which payment may be computed in 1940.

In cases where there is no notation on the Form 414A to the effect that Form 119 is not required or that there is no increase in proportionate shares, the county committee must determine whether the change in the relationship in 1940 between the landlord or operator and the tenants or sharecroppers from that which existed in 1939, or the reduction in the number of tenants or sharecroppers below the average number on the farm during the three years 1937 through 1939, is justified or not justified as to the landlord, and as to the operator in case the 1940 operator is other than the landlord. All interested persons shall be given an opportunity to present for consideration any pertinent information.

In making its determination the county committee shall carefully consider the data on Form 119, as well as all other facts and circumstances involved, including changes in landlord or operator, and changes in type or method of farming. If it is found that the change in relationship between the landlord or operator and the tenants or sharecroppers or the reduction in the number of tenants and sharecroppers was made for the purpose of increasing the landlord's or operator's proportionate share of the payment, such change or reduction shall not be found to be justified and shall not be approved by the county committee. The fact that a former tenant left of his own free will shall not necessarily be considered as sufficient justification for a change in the relationship between the landlord or operator and the tenants or sharecroppers, or for a reduction in the number of tenants or sharecroppers which would result in increasing the landlord's or operator's proportionate share of the payment with respect to such crop, unless (1) there is a definite scarcity of labor in the area, or (2) the tenant left of

his own free will after beginning the crop and it was not practicable for the landlord to secure another tenant to take his place. A reduction in the permitted acreage of a crop or a reduction in the acreage of a crop grown on a farm shall not be considered as in and of itself sufficient justification for a change in the relationship between the landlord or operator and the tenants or sharecroppers, or for a reduction in the number of tenants and sharecroppers, which would result in increasing the landlord's or operator's proportionate share of the payment with respect to such crop. Unless a landlord or operator can show that the change or reduction is clearly justified, it must be found to be unjustified. In some cases it may be found that a part of the change, such as the cultivation of an increased acreage by the family of the landlord or operator without the use of hired labor, is justified and that a part of the change or reduction is not justified.

If the committee determines that the entire change or reduction is justified, the word "justified" shall be entered in the applicable space in the county committee's certification on Form 119; or if it determines that a part or all of the change or reduction is not justified, the words "not justified" shall be entered. If the percentage share in line 6, column D, for any crop exceeds the entry in line 3, in that column, or the entry in line 5, if any, the applicable notation shall be entered in the first space provided. If the operator is a person other than the landlord and the entry in line 6, column F, exceeds the entry in line 3 in that column, or the entry in line 5, if any, the applicable notation shall be entered in the second space provided.

Each case shall be decided on the facts relating to that individual case and the committee must enter in the space following the words "for the following reasons" the facts in the case and the exact reasons for its approval or disapproval of the change or reduction. Stereotyped reasons should not be used for groups of cases. The reasons should be full and should set forth sufficient details for use of the State committee and its representatives in reviewing the action of the county committee. Where the county committee finds that the entire change or reduction is not justified, the landlord's or operator's payment will be computed on the basis of the smaller of his percentage shares shown in line 3, or line 5 if there is an entry in line 5, with respect to the crop in question. If the committee finds that only a part of the change or reduction is not justified, it shall indicate in the space following the words "for the following reasons" the percentage share of the crop in question to which the landlord or operator would have been entitled in 1940 had the unjustified part of the change or reduction not been made. In such case the committee shall also show how the percentage figure was arrived at, by indicating in detail the part of the change or reduction which was found to be justified.

After the Form 119 has been completely executed it shall be signed by one member of the county committee on behalf of the committee and the date shall be entered in the space provided.

Typed copies of the Form 119 shall be prepared in the following cases for submission to the State office with the applications(s) for payment under the conservation and parity programs;

- (1) Where the county committee has found that the change or reduction was not justified, and
- (2) In all other cases where the entry in line 6, column D or F, exceeds the entry in line 3, in that column by more than 5.

In cases coming within the provisions of either subparagraph (1) or subparagraph (2) above, the notation "Form ACP-119" shall be entered immediately above the title of the Form 414A.

A sufficient number of copies of Form 119 must be prepared so that one copy may be attached to the agricultural conservation application and one to each applicable parity payment application prepared or to be prepared with respect to the farm in 1940. These copies must be signed by a member of the county committee.

B. Offsetting performance: The county committee must determine whether any producer on the farm has, by means of any corporation, partnership, estate, trust, or any other device, or in any manner whatsoever, offset, or participated in offsetting, in whole or in part, the performance for which such payment is otherwise authorized. If the county committee finds that the performance of any producer has been offset, in whole or in part, it shall set forth its findings and recommendations in a statement signed by at least two of its members and shall attach two copies of the statement to the Form 414A for subsequent attachment to the agricultural conservation application and transmittal to the State office.

C. Unsound practices on forest land or woodland: The county committee must determine whether any producer on the farm has, with respect to forest land or woodland owned or controlled by him, adopted any practice which is contrary to sound conservation practice. If the county committee finds that any such practice has been adopted, it shall set forth its findings and recommendations in a statement signed by at least two of its members and shall attach two copies of the statement to the Form 414A for subsequent attachment to the agricultural conservation application and transmittal to the State office.

D. Wind-erosion hazard: The county committee must determine whether any producer on the farm has, with respect to any farm in which he has an interest in the county, been negligent and careless in his farming operations by failing to carry out approved wind-erosion-control measures on land under his control to the extent that any part of such land has become a wind-erosion hazard in 1940 to the community in which such farm is located. If the county committee finds that any producer on the farm has let land under his control become such a hazard, it shall advise him accordingly and shall set forth its findings in a statement signed by at least two of its members and shall attach one copy of the statement to the Form 414A

for subsequent attachment to the agricultural conservation application and transmittal to the State office. (This provision is applicable only to counties designated in Section 6A of the Oklahoma Handbook and Section 6A of the Texas Handbook.)

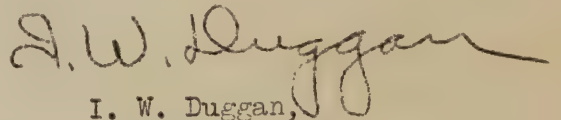
E. Evasion of \$10,000 limitation: The county committee must determine whether any producer on the farm has adopted or participated in adopting any scheme or device, including the dissolution, reorganization, or formation of any corporation, partnership, estate, trust, or by any other means, which was designed to evade, or would have the effect of evading, the \$10,000 limitation in payment. If the county committee finds that any such scheme or device has been adopted, it shall set forth its findings and recommendations in a statement signed by at least two of its members and shall attach two copies of the statement to the Form 414A for subsequent attachment to the agricultural conservation application and transmittal to the State office.

F. Misuse of soil-conserving crops: In counties designated in Section 10J of the Oklahoma Handbook and Section 11J of the Texas Handbook, it must be determined whether the producers on the farm have violated the provision of the 1940 State Handbook relating to the use of soil-conserving crops. The procedure outlined in SRM-432, issued by the Southern Division under date of April 8, 1940, must be followed in making this determination. If it is found that the provision of the 1940 State Handbook relating to the use of soil-conserving crops has been violated, the following notation shall be entered near the top of Form 414A, "Soil-conserving crops misused." No agricultural conservation application may then be approved for such farm.

G. Knowingly overplanting cotton allotment: If the farm cotton acreage allotment has been overplanted, the county committee must determine, in accordance with the provisions of SRM-448, whether such overplanting was done knowingly or unknowingly. If any producer on the farm has an interest in the cotton acreage on any other farm on which the cotton acreage allotment has been overplanted in 1940, it must be determined whether such overplanting was done knowingly or unknowingly. If Form SRM-447 is required to be prepared under the provisions of SRM-448, the original thereof must be attached to the Form 414A for subsequent attachment to the agricultural conservation application and transmittal to the State office. If any producer is excused from the results of overplanting on a farm where the cotton acreage allotment has been knowingly overplanted (by reason of the fact that he did not participate in the planting of the cotton on the farm with his own labor or hired labor), the original of the statement justifying his being excused shall be attached to the Form 414A for subsequent attachment to the agricultural conservation application and transmittal to the State office. When a producer is found by the county committee to have knowingly overplanted cotton in 1940 on any farm, a notation to that effect must be entered on the multiple farm index card and the notation "knowingly overplanted" shall be entered above that producer's name on all Forms 414A on which his name appears.

H. Defeating purposes of program: The county committee must determine whether any producer on the farm has adopted any other practice (including bonus renting, as described in 1940 General Letter No. 3, and of the practices described in 1940 General Letter No. 8 and supplement 1 thereto, and the misuse of a marketing card or the failure to file a report required under the regulations pertaining to cotton marketing quotas) which tends to defeat the purposes of the 1940 Agricultural Conservation Program or the purposes for which 1940 parity payments are made. The county committee should carefully study 1940 General Letters numbers 3 and 8. If it is found that any producer on the farm has adopted one or more of the practices listed in these General Letters or has misused a marketing card or failed to file a report required under the regulations pertaining to cotton marketing quotas, the county committee shall set forth its findings and recommendations in the case in a statement signed by at least two of its members and shall attach such statement to the Form 414A. A sufficient number of copies of the statement must be prepared so that two copies may later be attached to each agricultural conservation and parity payment application for transmittal to the State office.

Issued June 6, 1940, with the approval of the Administrator.



I. W. Duggan,
Director, Southern Division.

Issued June 6, 1940.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION1940 AGRICULTURAL CONSERVATION PROGRAM
SOUTHERN REGION BULLETIN 404 BINSTRUCTIONS FOR EXECUTING FORM SR-409A, "APPLICATION WORK SHEET"
(For farms in Area B)

Part I. General. - A Form SR-409A, "Application Work Sheet" (hereinafter referred to as Form 409A), shall be prepared for each farm with respect to which a 1940 application for payment (including a cotton or rice parity payment application) is to be filed, and may also be prepared for multiple-unit farms where the cotton acreage allotment has been overplanted and the producers thereon have requested that a separate cotton marketing card be issued to each producer on the basis of his acreage share. It should be borne in mind that if a person makes application for payment with respect to one farm under the 1940 Agricultural conservation Program, a Form 409A must be prepared for each farm in the county from which he receives a share of the crops or the proceeds thereof.

Form 409A is for use as a work sheet for preparing applications for payment in the county office and need be prepared in the original only.

Part II. Instructions for executing Form 409A. - The instructions set out below shall be followed in the preparation of Form 409A.

A. Farm Serial No.: Enter this number from the corresponding Form SR-412, "Performance Report" (hereinafter referred to as Form 412).

B. Name of county: The name of the county may be entered if desired.

C. Prepared by: The person who is preparing the Form 409A shall affix his signature in the space provided.

D. Line 1, column A: (In most cases the entry in this space should be made after lines 2 and 3, columns A, B, C, and D have been filled in.)

If the total acreage of soil-depleting crops entered in line 2, column A, equals or exceeds 50 percent of the total allotment ^{1/} entered in line 3, column A, "X" shall be entered in the box following the words "50% or more depleting."

^{1/} In this connection, "total allotment" means the vegetable allotment on farms where the only special allotment established is a vegetable allotment.

If the total acreage of soil-depleting crops is less than 50 percent of the total allotment, an investigation must be made to determine if normal farming operations have been carried out on the farm in 1940; that is, whether an acreage equal to at least 50 percent of the total allotment has been devoted to one or more of the following uses:

- (1) A crop seeded for harvest in 1940;
- (2) A crop (other than wild hay) harvested in 1940;
- (3) Summer fallow in 1940;
- (4) Legumes, sweet sorghums, sudan grass, or grasses seeded in the fall of 1939 or seeded in 1940 (other than those seeded in the fall of 1940);
- (5) Small grains seeded for pastures in 1940 (other than those seeded in the fall of 1940).

If it is found that 50 percent or more of the total allotment is devoted to one or more of the above crops or land uses in 1940, "X" shall be entered in the box following the words "Below 50%, but operated."

If it is found that less than 50 percent of the total allotment is devoted to the above crops or land uses in 1940, but the circumstances of the case are such that the county committee nevertheless considers the farm as operated, "XX" shall be entered to the left of the box following the words "Below 50%, but operated." In such cases the county committee shall set forth its findings and recommendations in a statement signed by at least two of its members and shall attach the statement to the Form 409A for subsequent attachment to the application(s) for payment and transmittal to the State office. A sufficient number of signed copies of the statement shall be prepared so that one copy may be attached to each application for payment executed with respect to the farm and one copy retained in the county office files.

If it is found that less than 50 percent of the total allotment is devoted to the above crops and land uses in 1940 and the county committee does not have a good reason to consider the farm as operated, an "X" shall be entered in the box following the words "Farm not operated."

E. Line 1, columns C and D: Enter the name of any crop, other than cotton, shown in the column-headings following the word "Cotton" in section 2 of Form 412. If section 2 of Form 412 shows that an acreage of wheat was harvested for grain or hay on the farm in 1940, and the farm is a non-wheat-allotment farm, enter the words "Usual wheat" in the column to be used for data with respect to wheat. If no cotton allotment is established and no cotton is planted on the farm and more than two columns are needed, strike out the word "Cotton" in line 1, column B, and enter the name of one of such crops. If there are four crop names to be entered- sub-divide column C or D and enter the name of one of the crops in each subcolumn.

F. Line 2, column A: Enter the total acreage classified as soil-depleting, from the "Totals" line of the subcolumn headed "First crop" in section 2 of Form 412.

G. Line 2, column B: Enter the acreage of cotton, from the "Total Crop acreages" line of the column headed "Cotton" in section 2 of Form 412.

H. Line 2, columns C and D: Enter the acreages of the crops listed in line 1, columns C and D, from the "Total Crop Acreages" line of the applicable columns in section 2 of Form 412.

Note: Where no acreage is planted for harvest in 1940 to a crop for which an allotment is established, a zero shall be entered in the space provided for the acreage of such crop.

I. Line 3, column A: Enter the total allotment established for the farm, from column 31 of the final tabulation on Form SR-404-G, "Listing Sheet for All 1940 Farm Acreage Allotments and Normal Yields" (hereinafter referred to as Form 404-G).

If the farm is one for which a special allotment other than a vegetable allotment is established and the total acreage of all soil-depleting crops on the farm in 1940, as entered in line 2, column A, exceeds the total allotment as entered in line 3, column A, a check must be made to determine if the total acreage of soil-depleting crops exceeds the larger of (1) the total allotment plus any excess acreage of special crops or (2) the acreage of cotton and tobacco plus 20 acres. If it is found that the total acreage of soil-depleting crops exceeds the larger of these figures, the county committee must determine, in accordance with instructions contained in section 99C of SRB-402, whether the farm is commercial or a non-commercial farm. In such cases, if it is determined that the farm is a non-commercial farm, the notation "NC" must be entered in line 3, column A, immediately above the word "Allotment"; or, if it is determined that the farm is a commercial farm, the notation "COM" must be entered.

J. Line 3, column B. Enter the cotton allotment, from column 5 of Form 404-G.

K. Line 3, columns C and D: Enter the acreage allotments established for the crops listed in line 1, columns C and D, from the applicable columns 10, 15, and 19 of Form 404-G. If the words "Usual wheat" have been entered in line 1 of the respective column, enter the usual wheat acreage, from column 22 of Form 404-G.

In all cases the acreage allotments to be entered in line 3, columns A, B, C, and D, will be the final and correct allotments. In any case where, through error in the county or State office, the producer was officially notified in writing, prior to completion of planting (seeding), of an acreage allotment larger than the finally approved acreage allotment and was not notified of the finally approved acreage allotment for the crop until after planting (seeding)

was completed, and the county committee finds that such producer, acting solely upon the information contained in the erroneous notice, planted (seeded) an acreage to the crop in excess of the finally approved acreage allotment, a statement containing the information set out below shall be executed by the farm operator and at least two members of the county committee. A sufficient number of copies of the statement shall be prepared so that two copies thereof may be attached to the agricultural conservation application and any applicable parity application and submitted therewith to the State office and one copy retained in the county office files.

- (1) The amount of the erroneous acreage allotment.
- (2) The date the notice of the erroneous acreage allotment was mailed to the producer.
- (3) The acreage which had been planted (seeded) to the crop on the farm at the time the notice of the incorrect acreage allotment was received by the producer.
- (4) The amount of the correct acreage allotment.
- (5) The date the notice of the correct acreage allotment was mailed to the producer.
- (6) The acreage which had been planted (seeded) to the crop on the farm at the time the notice of the correct acreage allotment was received by the producer.
- (7) A statement that the producer, in planting (seeding) an acreage to the crop in excess of the correct acreage allotment, acted solely upon the information contained in the notice of the erroneous acreage allotment.

Note: Where an acreage is planted for harvest in 1940 to a special crop for which no acreage allotment (or a usual acreage in the case of wheat) has been established, a zero shall be entered in the space provided for the allotment.

L. Line 4, column B: Enter the approved cotton yield per acre, from column 7 of Form 404-G.

M. Line 4, columns C and D: Enter the approved yields per acre for the crops listed in line 1, columns C and D, from the applicable columns 12, 17 and 20 of Form 404-G.

N. Lines 2, 3, and 4, column E: As soon as all approved soil-building practices have been carried out on the farm, enter the practice number and the number of units of each such practice carried out on the farm in 1940, from section 2 of Form SR-412A, "Supplement to Performance Report" (hereinafter referred to as Form 412A). Enter separately and

designate by entering an "X" after the practice number the units of each practice carried out with material or seed furnished by the A.A.A. as a grant of aid.

O. Line 5, column E: Enter the total number of units of approved soil-building practices carried out on the farm in 1940, as shown in lines 2, 3, and 4, column E. This total must equal the total shown in section 2 of Form 412A.

P. Line 2, column I: Enter the acreage of commercial orchards and perennial vegetables from section 5 of Form 412.

Q. Line 3, column E: Enter the total acreage of fenced noncrop open pasture land, from section 6 of Form 412.

R. Line 4, column I: Enter the total 1939 tilled acreage in the farm from section 1 of Form 412 or column 21 of Form 404-G.

S. Line 5, column H: Enter the total acreage of sugarcane for sugar (including that for seed) from section 2 of Form 412.

T. Line 5, column A: For farms for which a celery allotment is established in Manatee, Marion, Palm Beach, Sarasota, and Seminole counties, Florida, enter the words, "Green manure crop," and the acreage, if any, on which an approved green manure crop is plowed or disked under in 1940, from Section 7 of Form 412.

U. Lines 6 through 25 and 27 through 52, column A: These spaces are for the names and addresses of producers. If any producer is a married woman, her full Christian name, middle initials(s), if any, and surname should be entered, rather than her husband's name preceded by "Mrs", unless she is acting in a representative capacity. In the latter case her name must be shown in the same manner in which it appears in the document authorizing her so to act.

The county committee should investigate each case where husband and wife, or parent and child, or others of close kin are shown as separate producers on the farm, to determine whether each such person is actually operating under a lease or operating agreement and is in fact entitled to a separate share of the crop(s). If it is found that any such person is not a party to the lease or operating agreement, his name should be omitted from Form 409A and the acreage shares of such other persons should be corrected. Where two or more persons are found to be jointly interested, their interest in each crop should be combined and shown as one acreage share.

The names shall be entered on the even-numbered lines and the addresses on the odd-numbered lines. The names and addresses of the landlord(s) and the tenant operator, if any, shall precede the names of the other tenants and sharecroppers. The name of a landlord shall be followed by the notation "(LL)" and the name of a tenant operator by the notation "(OP)". The name and address of the landlord shall be entered whether or not he shares in the soil-depleting crops or has carried out soil-building practices on the farm in 1940. If the tenant

operator is a cash, standing-rent, or fixed-rent tenant, this fact shall be noted in parentheses following his name.

If one Form 409A is not sufficient for listing the names and addresses of all producers, additional Forms 409A shall be used as continuation sheets and properly identified.

V. Lines 6, 8, 10, etc., columns B, C, and D: Enter following the name of each interested person the share of each crop listed in line 1 to which such person is entitled at the time of harvest, from section 2 of Form 412 (or section III of Form SRM-404, "Report of 1940 Wheat Acreage," in the case of wheat, or section 2 of Form SR-312, in the case of commercial vegetables in early vegetable counties). This involves the summarization for each person of all acreage shares of each such crop. The total share for each person may be shown in either acreages or percentages where there is only one producer unit 2/ on the farm, but must be shown in acreages where there are two or more producer units. The acreages and percentages shall be expressed to the nearest tenth of an acre or percent. If one person is entitled to all of a given crop, enter the word "All" in the appropriate column following his name.

For farms which are composed of more than one producer unit, if - -

- (1) Any special crop for which an allotment is established is not grown on the farm in 1940; or
- (2) The acreage of any such crop for any producer is substantially reduced by flood, hail, drought, insects, or plant-bed disease in 1940; or
- (3) For any reason the total acreage of cotton on the farm in 1940 is less than 80 percent of the cotton acreage allotment established for the farm and the acreage of cotton which is or would have been grown thereon by any tenant or sharecropper in 1940 is not substantially proportionate to the acreage of cotton which such tenant or sharecropper would normally grow thereon,

circle on Form 409A the acreage figures, if any, taken from section 2 of Form 412 (or section III of Form SRM-404 or section 2 of Form SR-312) and enter immediately above or to the right thereof the acreage shares to which the county committee finds the different producers would have been entitled if the entire acreage in the allotment for such crop had been planted and harvested in 1940. In no event will the acreage share so determined for any producer be less than such producer's acreage share of the 1940 planted acreage of such crop.

Where any of the conditions described in (1), (2), or (3) above exists, the farm operator or other producer on the farm must submit to the county committee a signed statement setting forth the following

2/ By "Producer unit" is meant the basic unit of operation on the farm. For example, the land operated by a sharecropper is considered as a producer unit regardless of how many producers there may be on the farm.

information, before the committee attempts to determine the acreage shares for each producer:

- (a) The normal acreage of each of the crops in question grown by each producer (or his predecessor) on the farm, as well as the division of such crop under the terms of the lease or operating agreement.
- (b) The acreage and division of each of the crops in question which, according to his lease or operating agreement, would have been grown by each producer in 1940 if the entire acreage in the acreage allotment for such crop had been grown on the farm in 1940.

The information submitted by the farm operator shall be carefully considered by the county committee and the normal acreage data compared with available records in the county office. The operator's statement shall be kept as a permanent record in the county office.

Where the acreage allotment for any crop is divided among the interested persons pursuant to provision (2) above (by reason of the fact that the acreage of the crop for one or more such persons was substantially reduced by flood, hail, drought, insects, or plant-bed disease), the cause of the reduction, shall be entered in line 5 of Form 409A.

The division of the cotton acreage determined by the county committee, pursuant to provision (3) above, will not become effective as a basis for dividing the payment computed with respect to such crop, unless all of the persons who are entitled to share in such crop at the time of harvest agree in writing to such division. This agreement may be signified by the fact that all such persons sign the application for payment covering the farm, or it may be signified on a separate statement. The latter alternative is probably advisable in those cases where it is possible that some of the interested persons may not be available to sign the application for payment but are available at the time the county committee makes its determination. The statement must set forth:

- (a) The name and address of each interested person;
- (b) His acreage share of the actual 1940 planted acreage of cotton;
- (c) His acreage share (as determined by the county committee) of the cotton acreage allotment, and
- (d) A statement that the acreage shares are correct and are in accordance with the determination of the county committee and the agreement of all interested persons.

The statement must be properly signed by all interested persons, and a sufficient number of copies prepared and attached to the Form 409A

so that one copy may be attached to the agricultural conservation application, one copy attached to each parity payment application prepared with respect to the farm, and one copy retained for the county office files.

Where there is only one producer unit on the farm and no acreage of a given crop is grown in 1940, the acreage in the allotment shall be divided between the landlord and the tenant or sharecropper in accordance with the division of the crop set forth in the lease or operating agreement. Where there is only one producer unit on the farm and an acreage of the crop is grown, it must be divided in accordance with the division set forth in the lease or operating agreement, regardless of how small it may be in comparison with the allotment.

W. Lines 6, 8, 10, etc., column E: Enter, following the name of each interested person, the total units of approved soil-building practices carried out by such person on the farm in 1940, from section 2 of Form 412A. This involves the summarization for each person of all units of practices carried out by such person.

Where any person other than the landlord or operator carried out soil-building practices but does not share in any special soil-depleting crop, such person is not eligible to receive payment for carrying out the practices unless he meets the following conditions:

- (1) He was actually engaged in carrying out farming operations on the farm under a lease or operating agreement at the time the soil-building practices were carried out; and
- (2) He shared in one or more crops harvested or pastured on the farm in 1940.

Where a producer qualifies under the above conditions, the following notation shall be entered following his name in columns B, C, and D in the line provided for acreage shares; "Actual producer on this farm in 1940"

X. Lines 7, 9, 11, etc., column B: Enter the word "Yes" in this space for any producer who - -

- (1) Has other farms in the county or State with respect to which -
 - (a) He has an interest in the soil-depleting crops grown thereon in 1940, or
 - (b) He has participated in carrying out approved soil-building practices in 1940 and intends to file an application for payment under the Agricultural Conservation Program; or

- (2) Has turpentine places in the county or State with respect to which he will file an application for payment under the Naval Stores Conservation Program.

The word "Yes" shall also be entered in this space for any producer who is other than an individual, partnership, or estate if - -

- (1) The producer has farms in other States (including Alaska, Hawaii, and Puerto Rico) with respect to which -

(a) He has an interest in the soil-depleting crops grown thereon in 1940, or

(b) He has participated in carrying out approved soil-building practices in 1940, or on June 30, 1940, he owned a farm which was not rented to another for cash, standing rent, or fixed-rent, or operated a farm as a cash, standing-rent, or fixed-rent tenant and restoration land is designated for such farm for 1940, and he intends to file an application for payment under the Agricultural Conservation Program with respect to such farm(s), or

- (2) Such producer has turpentine places in other States with respect to which he will file applications for payment under the Naval Stores Conservation Program; or

- (3) Such producer has one or more ranching units in other States with respect to which he will file applications for payment under the Range Conservation Program.

/NOTE: For the above purpose the county office must maintain an up-to-date set of index cards, showing the name of each and every producer in the county (whether landlord, tenant, or sharecropper) and showing all farms and turpentine places in which he has an interest in the county. The index cards may be prepared from Form 412 and Form 412A and must be currently corrected to show any changes that occur.]

Y. Lines 7, 9, 11, etc., column CDE: Enter from Form ACP-64, "Request for Material as Grant of Aid under the Agricultural Conservation Program", the name, amount, and rate of deduction of any material or seed furnished the producer by the A.A.A. as a grant of aid in 1940. For example, "Superphosphate - 1200 lbs. - \$1.75". The rate to be entered will be furnished the county offices by the respective State offices. If any part of the material or seed has been used in a manner which is not in substantial accord with the purposes for which they are furnished, the rate to be entered shall be twice the established rate. In the latter event, a statement signed by at least two members of the county committee shall be prepared setting forth the facts regarding the misuse of the material or seed and shall be at-

tached to the Form 409A for subsequent attachment to the application for payment and transmittal to the State office. The original Form ACP-64 shall be attached to the Form 409A for subsequent attachment to the application for payment and transmittal to the State office

Z. Lines 7, 9, 11, etc., column FGHI: Enter the word "Yes" if -

- (1) There is any outstanding assignment against the producer's payment, or
- (2) If a Form AAA-372, "Voluntary Request for Set-Off", was filed for the producer in question on or before February 9, 1940.

No assignment filed on or before February 9, 1940 shall be recognized if at the time it was filed in the county office a Form AAA-372 was on file with respect to the payment in question, and no assignment shall be recognized if at the time it was filed in the county office notice had been received that the producer was indebted to the Farm Security Administration or the Farm Credit Administration.

The Form ACP-69 or Form AAA-372 shall be attached to the Form 409A for subsequent attachment to the application for payment and transmittal to the State office.

AA. Line 26 (or line 53), columns B, C, D, and E: Total the acreage (or percentage) and unit shares entered in these columns. If the acreage shares in column B, C, or D have been circled, enter separate totals for the circled and uncircled figures. In such cases, the totals of the circled figures must equal the 1940 acreage figures in line 2 of the respective columns, and the totals of the uncircled figures must equal the allotment figures in line 3 of the respective columns. Where no figures have been circled, the totals of the columns must equal the 1940 acreage figures in line 2 of the respective columns or 100 percent.

The total of column E must equal the figure in line 5, column E.

PART III. EXECUTION OF FORM ACP-119

Form ACP-119, "Number of Tenants and Sharecroppers and Proportionate Shares", (hereinafter referred to as Form 119) is for use in assembling data regarding the number of tenants and sharecroppers on the farm during the years 1937 through 1940 and for determining the landlord's and operator's respective shares during those years, of the crops with respect to which payment may be made in 1940. Data shall be entered on Form 119 for the farm as it is constituted in 1940 and, insofar as possible, shall be obtained from the county office records and preferably from applications for payment submitted in the applicable years. If data for any year are not available from the county office records, the farm operator should be requested to furnish such data. Where the farm has been reconstituted in 1938, 1939 or 1940, the data for each year prior to the reconstitution shall be deter-

mined as accurately as possible. The basis for determining this data will be that used in determining the farm history when the farm was reconstituted.

A Form 119 shall be prepared for each farm for which a Form 409A is prepared and for which a payment may be made with respect to one or more special soil-depleting allotments, except in cases where

- (a) There were no tenants or sharecroppers on the farm in any of the years 1937 through 1939, or
- (b) The entire farm is cultivated in 1940 by one tenant or sharecropper who receives the customary share of all special soil-depleting crops and the county committee knows that there has been no change in 1940, in the operation of the farm that would increase the landlord's or operator's proportionate shares of the special soil-depleting crops over their shares in any of the three preceding years.

If it is not required that a Form 119 be prepared for the farm, the notation "Form ACP-119 not required" shall be entered above the title of the Form 409A.

Form 119 shall be executed in accordance with the following instructions in all other cases:

Enter the name of the county, the farm serial number, the name of the landlord and the name of the operator (if other than the landlord) in the spaces provided.

Enter in the respective lines of column A the number of tenants (including the operator, if other than the landlord) and sharecroppers on the farm in 1937, 1938, and 1939; the total of the 1937, 1938, and 1939 figures; the average number in these years; and the number on the farm in 1940. If there were no tenants or sharecroppers on the farm in any year enter "0"; if the farm was not operated in any year enter the words "Not operated." To get the average number of tenants and sharecroppers divide the number in line 4, column A, by the number of years during 1937 through 1939 that the farm was operated and round the result to the nearest whole number.

Data for each special crop shall be tabulated separately and identified by entering the name of the crop in the space provided. Data for each crop shall be entered in lines 1 through 6, columns B through F, in accordance with the instructions set out below, except that if the entry in line 5, column A, does not exceed the entry in line 6, column A, data for columns B through F shall be entered only in lines 3 and 6. It will not be necessary to fill in columns E and F unless the operator of the farm in 1940 is a person other than the landlord, and such entries are to be made only for those years when there was an operator who was not also the landlord.

- (a) Enter in column B, the total acreage of the crop on the farm in each of the years 1937 through 1940.

- (b) Enter in columns C and E the acreage shares of the landlord and the operator for the years 1937 through 1940.
- (c) Enter in lines 1, 2, 3, and 6, columns D and F, the landlord's and operator's percentage shares, expressed to the nearest whole percent.
- (d) Enter in line 4, columns D and F, the sum of the entries in lines 1 through 3 in the respective columns.
- (e) Enter in line 5, columns D and F, the simple average of the percentage shares, expressed to the nearest whole percent, which shall be obtained by dividing the entry in line 4 by the number of entries in lines 1 through 3 in that column.

If the entry in line 6, column D or F, is in excess of the entry in line 3 or line 5 of the respective column for any crop, the case must be considered by the county committee as provided in Part IV A, hereof. (It is to be noted that there will not be an entry in line 5 unless the entry in line 5, column A, exceeds the entry in line 6, column A.) In all other cases a notation substantially as follows shall be entered immediately below the title of the Form 409A: "No increase in proportionate shares". In all cases the person who prepares the pencil copy of the Form 119 shall enter his initials and date in the lower left corner of the form and it shall be attached to the Form 409A.

PART IV. FINAL CONSIDERATION OF FORM 409A BY COUNTY COMMITTEE

After the Form 409A and Form 119, if applicable, have been filled in as provided in the foregoing instructions, the county committee shall carefully consider the data set forth therein, together with any other pertinent information on file in the county office or possessed by any member of the county committee, to determine whether all of the provisions of the Agricultural Conservation and Parity Payment Programs have been fully met. In this connection, the county committee must give due consideration to the items set forth below.

A. Change or reduction in tenants and sharecroppers: Section 8(f) of the Soil Conservation and Domestic Allotment Act has been amended to read as follows:

"(f) Any change in the relationship between the landlord and the tenants or sharecroppers with respect to any farm, that would increase over the previous year the amount of payments or grants of other aid under subsection (b) that would otherwise be made to any landlord shall not operate to increase such payment or grant to such landlord. Any reduction in the number of tenants below the average number of tenants on any farm during the preceding three years that would increase the payments or

grants of other aid under such subsection that would otherwise be made to the landlord shall not hereafter operate to increase any such payment or grant to such landlord. Such limitations shall not apply if on investigation the local committee finds that the change is justified and approves such change in relationship or reduction. Such action of local committees shall be subject to approval or disapproval by State committees."

The limitations of payment provided by Section 8(f), as amended, must be applied in all cases where (1) as a result of a change in the relationship between the landlord or operator and his tenants or sharecroppers a landlord or operator would receive a larger proportionate share of any crop in 1940 than in 1939 or (2) the number of tenants and sharecroppers on a farm is less than the average number of tenants and sharecroppers on the farm during 1937, 1938, and 1939, and such reduction in the number of tenants and sharecroppers would result in the landlord's or operator's receiving a larger proportionate share of any crop in 1940 than the average of his proportionate shares of such crop during 1937, 1938, and 1939, unless in either case the county committee finds that the change in the relationship or the reduction in tenants and sharecroppers is justified by the facts in the case and approves the change or reduction. The application of this provision for 1940 differs from the application of the comparable provision for 1939 in that for 1940 the limitations of payment are applicable unless the county committee by affirmative action finds that the change or reduction was justified, whereas for 1939 the limitations of payment were applicable only in those cases where the county committee by affirmative action found that the change or reduction was not justified.

These limitations of payment shall be applied only in connection with soil-depleting crops with respect to which payment may be computed in 1940.

In cases where there is no notation on the Form 409A to the effect that Form 119 is not required or that there is no increase in proportionate shares, the county committee must determine whether the change in the relationship in 1940 between the landlord or operator and the tenants or sharecroppers from that which existed in 1939, or the reduction in the number of tenants or sharecroppers below the average number on the farm during the three years 1937 through 1939, is justified or not justified as to the landlord, and as to the operator in case the 1940 operator is other than the landlord. All interested persons shall be given an opportunity to present for consideration any pertinent information.

In making its determination the county committee shall carefully consider the data on Form 119, as well as all other facts and circumstances involved, including changes in landlord or operator, and changes in type or method of farming. If it is found that the change in relationship between the landlord or operator and the tenants or sharecroppers or the reduction in the number of tenants and sharecroppers was made for the purpose of increasing the landlord's or operator's

proportionate share of the payment, such change or reduction shall not be found to be justified and shall not be approved by the county committee.

The fact that a former tenant left of his own free will shall not necessarily be considered as sufficient justification for a change in the relationship between the landlord or operator and the tenants or sharecroppers, or for a reduction in the number of tenants or sharecroppers which would result in increasing the landlord's or operator's proportionate share of the payment with respect to such crop, unless (1) there is a definite scarcity of labor in the area, or (2) the tenant left of his own free will after beginning the crop and it was not practicable for the landlord to secure another tenant to take his place. A reduction in the permitted acreage of a crop or a reduction in the acreage of a crop grown on a farm shall not be considered as in and of itself sufficient justification for a change in the relationship between the landlord or operator and the tenants or sharecroppers, or for a reduction in the number of tenants and sharecroppers, which would result in increasing the landlord's or operator's proportionate share of the payment with respect to such crop. Unless a landlord or operator can show that the change or reduction is clearly justified, it must be found to be unjustified. In some cases it may be found that a part of the change, such as the cultivation of an increased acreage by the family of the landlord or operator without the use of hired labor, is justified and that a part of the change or reduction is not justified.

If the committee determines that the entire change or reduction is justified, the word "justified" shall be entered in the applicable space in the county committee's certification on Form 119; or if it determines that a part or all of the change or reduction is not justified, the words "not justified" shall be entered. If the percentage share in line 6, column D for any crop exceeds the entry in line 3 in that column, or the entry in line 5, if any, the applicable notation shall be entered in the first space provided. If the operator is a person other than the landlord and the entry in line 6, column F, exceeds the entry in line 3 in that column, or the entry in line 5, if any, the applicable notation shall be entered in the second space provided.

Each case shall be decided on the facts relating to that individual case and the committee must enter in the space following the words "for the following reasons" the facts in the case and the exact reasons for its approval or disapproval of the change or reduction. Stereotyped reasons should not be used for groups of cases. The reasons should be full and should set forth sufficient details for use of the State committee and its representatives in reviewing the action of the county committee. Where the county committee finds that the entire change or reduction is not justified, the landlord's or operator's payment will be computed on the basis of the smaller of his percentage shares shown in line 3, or line 5 if there is an entry in line 5, with respect to the crop in question. If the committee finds that only a part of the change or reduction is not justified, it shall indicate in the space following the words "for the following reasons" the percentage share of the crop in question to which the landlord or operator

would have been entitled in 1940 had the unjustified part of the change or reduction not been made. In such case the committee shall also show how the percentage figure was arrived at, by indicating in detail the part of the change or reduction which was found to be justified.

After the Form 119 has been completely executed it shall be signed by one member of the county committee on behalf of the committee and the date shall be entered in the space provided.

Typed copies of the Form 119 shall be prepared in the following cases for submission to the State office with the application(s) for payment under the conservation and parity programs:

- (1) Where the county committee has found that the change or reduction was not justified, and
- (2) In all other cases where the entry in line 6, column D or F, exceeds the entry in line 3, in that column by more than 5.

In cases coming within the provisions of either subparagraph (1) or subparagraph (2) above, the notation "Form ACP-119" shall be entered immediately above the title of the Form 409A.

A sufficient number of copies of Form 119 must be prepared so that one copy may be attached to the agricultural conservation application and one to each applicable parity payment application prepared or to be prepared with respect to the farm in 1940. These copies must be signed by a member of the county committee.

B. Offsetting performance: The county committee must determine whether any producer on the farm has, by means of any corporation, partnership, estate, trust, or any other device, or in any manner whatsoever, offset, or participate in offsetting, in whole or in part, the performance for which such payment is otherwise authorized. If the county committee finds that the performance of any producer has been offset, in whole or in part, it shall set forth its findings and recommendations in a statement signed by at least two of its members and shall attach two copies of the statement to the Form 409A for subsequent attachment to the agricultural conservation application and transmittal to the State office.

C. Unsound practices on forest land or woodland: The county committee must determine whether any producer on the farm has, with respect to forest land or woodland owned or controlled by him, adopted any practice which is contrary to sound conservation practice. If the county committee finds that any such practice has been adopted, it shall set forth its findings and recommendations in a statement signed by at least two of its members and shall attach two copies of the statement to the Form 409A for subsequent attachment to the agricultural conservation application and transmittal to the State office.

D. Evasion of \$10,000 limitation: The county committee must determine whether any producer on the farm has adopted or participated in adopting any scheme or device, including the dissolution, reorganization, or formation of any corporation, partnership, estate, trust, or by any other means, which was designed to evade, or would have the effect of evading, the \$10,000 limitation in payment. If the county committee finds that any such scheme or device has been adopted, it shall set forth its findings and recommendations in a statement signed by at least two of its members and shall attach two copies of the statement to the Form 409A for subsequent attachment to the agricultural conservation application and transmittal to the State office.

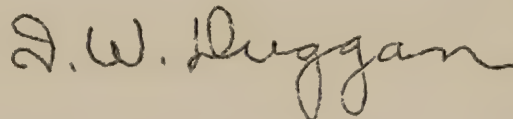
E. Misuse of soil conserving crops: In Acadia, Cameron, and Vermilion parishes, Louisiana, and in Greene, Lamar, and Pearl River counties, Mississippi, it must be determined by the county committee whether the producers on the farm have violated the provision of the 1940 State Handbook relating to the use of soil-conserving crops. The procedure outlined in SRM-432, issued by the Southern Division under date of April 8, 1940, must be followed in making this determination. If it is found that the provision of the 1940 State Handbook relating to the use of soil-conserving crops has been violated, the following notation shall be entered near the top of Form 409A: "Soil-conserving crops misused." No agricultural conservation application may then be approved for such farm.

F. Knowingly overplanting cotton allotment: If the farm cotton acreage allotment has been overplanted, the county committee must determine, in accordance with the provisions of SRM-448, whether such overplanting was done knowingly or unknowingly. If any producer on the farm has an interest in the cotton acreage on any other farm on which the cotton acreage allotment has been overplanted in 1940, it must be determined whether such overplanting was done knowingly or unknowingly. If Form SRM-447 is required to be prepared under the provisions of SRM-448, the original thereof must be attached to the Form 409A for subsequent attachment to the agricultural conservation application and transmittal to the State office. If any producer is excused from the results of overplanting on a farm where the cotton acreage allotment has been knowingly overplanted (by reason of the fact that he did not participate in the planting of the cotton on the farm with his own labor or hired labor), the original of the statement justifying his being excused shall be attached to the Form 409A for subsequent attachment to the agricultural conservation application and transmittal to the State office. When a producer is found by the county committee to have knowingly overplanted cotton in 1940 on any farm, a notation to that effect must be entered on the multiple farm index card and the notation "knowingly overplanted" shall be entered above that producer's name on all Forms 409A on which his name appears.

G. Defeating purposes of program: The county committee must determine whether any producer on the farm has adopted any other practice (including bonus renting, as described in 1940 General Letter No. 3, any of the practices described in 1940 General Letter No. 8 and supplement 1 thereto, and the misuse of a marketing card or the

failure to file a report required under the regulations pertaining to cotton marketing quotas) which tends to defeat the purposes of the 1940 Agricultural Conservation Program or the purposes for which 1940 parity payments are made. The county committee should carefully study 1940 General Letters numbers 3 and 8. If it is found that any producer on the farm has adopted one or more of the practices listed in these General Letters or has misused a marketing card or failed to file a report required under the regulations pertaining to cotton marketing quotas, the county committee shall set forth its findings and recommendations in the case in a statement signed by at least two of its members and shall attach such statement to the Form 409A. A sufficient number of copies of the statement must be prepared so that two copies may later be attached to each agricultural conservation and parity payment application for transmittal to the State office.

Issued June 6, 1940, with the approval of the Administrator.

A handwritten signature in dark ink, reading "I. W. Duggan". The signature is written in a cursive style with a large, sweeping "D" and a long, horizontal tail stroke.

I. W. Duggan,
Director, Southern Division.

SRB-404A
Amendment 1

Issued June 21, 1940.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1940 AGRICULTURAL CONSERVATION PROGRAM
SOUTHERN REGION BULLETIN 404A

INSTRUCTIONS FOR EXECUTING FORM SR-414A, "APPLICATION WORK SHEET"
(Applicable to all farms in Area A)



SRB-404A is hereby amended as follows:

- (1) The fourth paragraph beginning on page 2 is amended to read as follows:

"If it is found that 50 percent or more of the total allotment is devoted to one or more of the above crops or land uses in 1940, 'X' shall be entered in the box following the words 'Below 50% but operated.' In such cases the total acreage of such crops or land uses shall be entered immediately to the left of the box."
- (2) The last sentence in paragraph N on page 3 is amended to read as follows:

"If the notation 'Res. land' has been entered in line 1, enter the acreage of restoration land designated for the farm for 1940, from column 13 of Form 404-G."
- (3) The last paragraph beginning on page 11 is amended to read as follows:

"A Form 119 shall be prepared for each farm for which a Form 414A is prepared and for which a payment may be made with respect to one or more soil-depleting allotments, except in cases where the county committee determines, on the basis of its own personal knowledge or information obtained from the respective community committee or other persons whom it knows to be reliable, that neither the landlord nor the operator is in 1940 receiving a larger proportion of the entire acreage of any crop with respect to which payment is computed than he received during any of the years 1937, 1938, and 1939."

- (4) The parenthetical sentence in the first paragraph beginning on page 13 is amended to read as follows:

"(It is to be noted that there will be no entry in line 5 unless the entry in line 5, column A, exceeds the entry in line 6, column A.)"

- (5) The following paragraph is added at the end of Part III on page 13:

"Lines 7, 8, and 9 are for use in 1941 and therefore will not be filled in.

[Note: Lines 7, 8, and 9 do not appear on the multi-lithed form but will be on the printed copies.]"

- (6) The first paragraph beginning on page 16 is amended to read as follows:

"Typed copies of the Form 119 shall be prepared in the following cases for submission to the State office with the application(s) for payment under the Agricultural Conservation and Parity Payment Programs:

- (1) Where the county committee has found that the change or reduction was not justified.
- (2) In all other cases where the entry in line 6, column D or F, for any crop exceeds the entry in line 3 or the entry in line 5, if any, in that column by more than 5, unless such excess is fully offset by a decrease in the share of such landlord or operator in one or more other crops listed on Form 119. Where it appears that the excess may have been so offset, the space provided for a fourth crop on Form 119 should have the word 'Total' entered in the space for the name of the crop and the combined data for all crops listed on Form 119 should be summarized and entered therein in the same manner as for an individual crop. In such cases if the entry in line 6, column D or F, for such total does not exceed the entry in line 3 or the entry in line 5, if any, in that column, the Form 119 need not be submitted to the State office."

Issued June 21, 1940, with the approval of the Acting Administrator.

I. W. Duggan

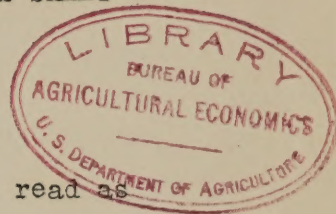
I. W. Duggan,
Director, Southern Division.

Issued June 21, 1940.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1940 AGRICULTURAL CONSERVATION PROGRAM
SOUTHERN REGION BULLETIN 404B

INSTRUCTIONS FOR EXECUTING FORM SR-409A, "APPLICATION WORK SHEET"
(Applicable to all farms in Area B)



SRB-404B is hereby amended as follows:

- (1) The second paragraph beginning on page 2 is amended to read as follows:

"If it is found that 50 percent or more of the total allotment is devoted to one or more of the above crops or land uses in 1940, 'X' shall be entered in the box following the words 'Below 50% but operated.' In such cases the total acreage of such crops or land uses shall be entered immediately to the left of the box."

- (2) The first paragraph beginning on page 11 is amended to read as follows:

"A Form 119 shall be prepared for each farm for which a Form 409A is prepared and for which a payment may be made with respect to one or more soil-depleting allotments, except in cases where the county committee determines, on the basis of its own personal knowledge or information obtained from the respective community committee or other persons whom it knows to be reliable, that neither the landlord nor the operator is in 1940 receiving a larger proportion of the entire acreage of any crop with respect to which payment is computed than he received during any of the years 1937, 1938, and 1939."

- (3) The following paragraph is added at the end of Part III on page 12:

"Lines 7, 8, and 9 are for use in 1941 and therefore will not be filled in.

Note: Lines 7, 8, and 9 do not appear on the multi-lithed form but will be on the printed copies."

- (4) The second paragraph beginning on page 15 is amended to read as follows:

"Typed copies of the Form 119 shall be prepared in the following cases for submission to the State office with the application(s) for payment under the Agricultural Conservation and Parity Payment Programs:

- (1) Where the county committee has found that the change or reduction was not justified.
- (2) In all other cases where the entry in line 6, column D or F, for any crop exceeds the entry in line 3 or the entry in line 5, if any, in that column by more than 5, unless such excess is fully offset by a decrease in the share of such landlord or operator in one or more other crops listed on Form 119. Where it appears that the excess may have been so offset, the space provided for a fourth crop on Form 119 should have the word "Total" entered in the space for the name of the crop and the combined data for all crops listed on Form 119 should be summarized and entered therein in the same manner as for an individual crop. In such cases if the entry in line 6, column D or F, for such total does not exceed the entry in line 3 or the entry in line 5, if any, in that column, the Form 119 need not be submitted to the State office."

Issued June 21, 1940, with the approval of the Acting Administrator.

I. W. Duggan

I. W. Duggan,
Director, Southern Division.